

### J. NUTRITION EDUCATION EVALUATION AND PLAN

#### Policy

Each WIC agency must submit an annual Nutrition Education Evaluation and Plan (NEP) by January 1<sup>st</sup> each year.

#### Procedure

- I. The required components of the NEP include all of the following:
  - a. Needs Assessment worksheets,
  - b. Evaluation of the 3 goals that the agency/clinic set during the prior fiscal year,
  - c. Three (3) measurable nutrition goals based on the results of the Needs Assessment, and
    - i. At least one goal must focus on breastfeeding promotion and support.
    - ii. The goals should be realistic and measurable.
  - d. Any other questions included in the NEP worksheets as determined by the State agency.
    - i. The questions may vary from year to year.
- II. The RD should coordinate the preparation of the NEP, in conjunction with the WIC Administrator and Breastfeeding Coordinator.
  - a. Please indicate who prepared the document.
  - b. The document should cover information from January 1<sup>st</sup> – December 31<sup>st</sup>.
  - c. Send the document to the State WIC Nutrition Coordinator.
- III. Upon receipt of the NEP, the State agency will review it and provide the local agency/clinic with a letter of approval or a request for more information within two weeks.
  - a. If more information is requested, the local agency/clinic must then provide a response no later than two weeks from the date the State agency request was sent.
  - b. Once all clarifications have been made, an official approval letter will be sent to the Local Agency Health Officer and WIC Director.